## JOB DESCRIPTION

| POSITION TITLE: Administrative Assistant, Title I | JOB CODE: 487D |
| DIVISION: Academic/Teaching & Learning | SALARY SCHEDULE: Office Clerical/Technician |
| DEPARTMENT: Community Engagement & Title I | WORK DAYS: 238 |
| REPORTS TO: Supervisor, Title I | PAY GRADE: Rank IV (NC04) |
| FLSA: Non-Exempt | PAY FREQUENCY: Monthly |

**PRIMARY FUNCTION:** To maintain inventory records and prepare Title I Comparability and Target Assisted Reports.

### REQUIREMENTS:

1. **Educational level:** High School or GED
2. **Certification/License Required:** None
3. **Experience:** 2 years of routine clerical experience
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities
5. **Proficient Skills:** Word processing, spread sheets, data bases, typing, oral and written communication

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Receives, processes, and distributes county and U.S. mail daily and maintains records of interdepartmental fax usage and long distance calls.
3. Performs clerical duties - answers phone, files documents, prepares agendas, sign-in sheets, minutes, stores files of meeting documents and prepares file/notebooks with labels for Title I Supervisors.
4. Keeps a record of each Title I school’s equipment inventory, updates as changes take place (in collaboration with Property Control), and provides updated lists to schools.
5. Inventories office supplies, makes recommendations, and places orders with approval from the Supervisor, Title I; supports the approval and receiver for purchase orders under the direction of the Supervisor, Title I.
6. Sends Staff Verification Reports in collaboration with the Title I Program Supervisor(s) to support Comparability Reporting.
7. School designation site, private school and N&D tutoring - bi-weekly payroll; Title I staff payroll.
8. Special projects for Title I staff, as assigned by Title I Supervisor.
9. Completes registration and travel documents for Title I staff.
10. Submits work orders and tracks the status of facility repairs in collaboration with county maintenance, Fire Marshall and Title I Supervisor.
11. Performs all other duties as assigned by appropriate administrator.

Signature of Employee _____________________________ Date ______________________

Signature of Supervisor _______________________________ Date ______________________